

**Curriculum for  
Certificate in Merchandising Management  
Techniques  
(Certificate Level - 6 months)  
Code:VF51S014  
(2013)**

## Contents

Overall objective of the course	3	Assessment.	41
Competencies gained after completion of the course	3	Module 1: Communicate	41
Knowledge proficiency details	4	Module 2: Develop new inquiry	43
Job opportunities available immediately and in future.	4	Module3: Manage pre production	44
Entry requirements	5	Module 4: Checking knitting methodology	46
Minimum qualification of trainer	5	Module 5: Manage time	47
Medium of Instruction	5	Module 6:Making samples	49
Timeframe of assessment	5	Module 7:Perform technical check	51
Overview about the program	6	Module 8: Check styling	53
Curriculum Contents of Merchandising Management Techniques.	15	Module 9: Prepare cost and budget.	54
Module 1: Communicate	15	Module 10:Managing shipping documents	56
Module 2: Develop new inquiry	17	Module 11: Apply health and safety	57
Module3:Manage pre production	19	Module 12: Work in a team	58
Module 4: Checking knitting methodology	21	Module 13:Required skills for successful negotiation	60
Module 5: Manage time	23	Module 14:Upgrade skills	63
Module 6:Making samples	25	List of Machinery/Equipment/Tools	65
Module 7:Perform technical check	27	List of Consumable Materials	67
Module 8: Check styling	29	Reference books	68
Module 9: Prepare cost and budget.	31	Contributions for Development of this Curriculum	68
Module 10:Managing shipping documents	33		
Module 11: Apply health and safety	34		
Module 12: Work in a team	35		
Module 13:Required skills for successful negotiation	37		
Module 14:Upgrade skills	39		

# Overall objective of the Course

## The objectives of this course are to:

- How to communicate.
- Handling the buyer inquiries.
- Follow up with internal concerned departments for execution.
- Guiding and monitor the process as per buyer's requirement.
- Negotiating price approval /delivery with buyer.
- Shipping the goods and getting customers feedback on quality.
- Marketing for potential business.

## Competencies gained after completion of the course

At the end of the course, the trainee must be able to attain the following competencies.

- Timely reply to buyer for smooth communication.
- Understand the technical language of a garment.
- Prepare cost sheets.
- Prepare T&A
- Understand printing techniques
- Understand embroidery techniques
- Understand sewing techniques of different machines.
- Understand dying methods.
- Prepare time and action plan with consent of PPC.
- Identify between the fabrics constructions.
- Calculate the GSM of fabrics.
- Check the fabric colour in different light source
- Calculate the consumption of a garment.
- Calculate the total CBM of the shipment
- Prepare the sheet of an order (PROFIT AND LOSS STATEMENT).
- Identify the potential problems in an order
- Work long hours with efficiency
- Successfully manage the role as a team player/leader.

- Conduct goal oriented meetings.
- Invite creative options
- Understand body language
- Successfully negotiate business deal with buyer.

### **Knowledge Proficiency Details**

On successful completion of course, the trainees must have acquired the following knowledge & skills:

- Writing of Memo, e-mail, & business letters.
- Planning and Execution of an order
- Costing
- Consumption
- Basic knowledge of Garment industry

### **Job Opportunities available immediately and in future**

After completion of the training, candidates can find the employment opportunities in the following disciplines.

- Export Oriented Units
- Multinational Buying offices
- Local Brands (Whole sale and Retail)
- Local Manufacturer
- Own Buying Services
- Own sewing Unit

## **Entry requirements**

- Graduate.

## **Minimum qualification of trainer**

6 month Certificate- Minimum 5 Years working experience in a Vertical Unit as Manager Merchandiser or Minimum 5 year work experience in a Buying Agency as Manager Merchandiser.

## **Medium of Instruction**

- English/Urdu

## **Timeframe of assessment**

Duration of Course	Six Months
Total Hours	800 hrs
Training Hours	800 hrs
Module Test	25 hrs
Final Test	10 hrs
Per Week Hours	30 hrs
Per Day Hours	05 hrs (6 days a week)

## Overview about the program – Curriculum for Merchandising Management Techniques.

Module Title & Aim	Learning units	Theory hours	Workplace hours	Total Hours
<p><b>Module 1: COMMUNICATE</b></p> <p>Aim: This module develops competency to build the linkage between the sources.</p>	<ul style="list-style-type: none"> <li>• LU 1-Communication with buyer/agent.</li> <li>• LU 2-Communicate with Internal depart(PPC/Fabrication/commercial/cutting/sewing/Quality/Export/Hr department.</li> <li>• LU 3-Communicate with suppliers/embellishment/Acc/fabrication</li> <li>• LU 4- Communicate with sampling department.</li> <li>• LU 5- Check emails/fax/telephonic</li> </ul>	20	20	40
<p><b>Module 2: DEVELOP NEW INQUIRY</b></p> <p>Aim This module develops</p>	<ul style="list-style-type: none"> <li>• LU1- Reading the tech pack</li> <li>• LU2- B2- Arrange materials (store/supplier)</li> </ul>	15	95	110

<p>competency to get the minor details of a garment based on a tech pack.</p>	<ul style="list-style-type: none"> <li>• LU3- Analyze Embellishment</li> <li>• LU4- Make a sampling plan</li> <li>• LU5- Make a Sample/Proto Type</li> </ul>			
<p><b>Module 3: MANAGE PRE PRODUCTION:</b></p> <p>Aim This module develops competency to follow the prerequisites of production</p>	<ul style="list-style-type: none"> <li>• LU 1-Read Purchase Orders</li> <li>• LU 2-Info forward to relevant depart</li> <li>• LU 3-Time &amp; action plan</li> <li>• LU -4 Follow up with relevant dept.</li> <li>• LU 5-Need fit/Pre-production(PP) sample approval for cutting</li> <li>• LU 6-Update status for buyer and top management</li> <li>• Awareness of garment sewing operations</li> </ul>	15	70	85
<p><b>Module 4 FABRIC</b></p>		15	80	95

<p><b>METHODOLOGY</b></p> <p>Aim This module develops the competency to know about the technical side of the fabric</p>	<ul style="list-style-type: none"> <li>• Fix yarn count</li> <li>• LU 1- Fix gauge</li> <li>• LU 2- Fix diameter</li> <li>• LU 3- Set fabric GSM(stitch length</li> <li>• LU 4- Identify fabric faults</li> <li>• LU 5- Check fabric construction</li> </ul>			
<p><b>Module 5 MANAGE TIME</b></p> <p>Aim, This module develops competency to utilize the allocated time effectively</p>	<ul style="list-style-type: none"> <li>• LU 1- Develop fixed daily routine</li> <li>• LU 2-Do the important job when you are at your best</li> <li>• LU 3- Set time limit and stick to them</li> <li>• LU 4- Analyse Interruptions, take steps to avoid</li> <li>• LU 5- Do one thing at a time</li> <li>• LU 6- Keep an note book to collect ideas at one place( Make a things to do list)</li> <li>• LU 7- Arrange breaks when you cannot work</li> </ul>	16	20	36

	<p>efficiently</p> <ul style="list-style-type: none"> <li>• LU 8- Where ever possible finish your task</li> <li>• LU 9- Think and then act.</li> <li>• LU 10- Set the task for year, month, week, &amp; days.</li> </ul>			
<p><b>Module 6 MAKING SAMPLES</b></p> <p>Aim, This module develops competency to systematically follow the approval procedure.</p>	<ul style="list-style-type: none"> <li>• LU 1- Proto Type</li> <li>• LU 2- Fit Sample</li> <li>• LU 3- Preproduction Sample</li> <li>• LU 4- Production sample</li> <li>• LU 5- Size set samples</li> <li>• LU 6- Lab Sample</li> <li>• LU 7- Add samples or photo shoot samples</li> <li>• LU8- Shipment samples</li> </ul>	8	35	43
<p><b>Module 7 PERFORM TECHNICAL CHECK</b></p>	<ul style="list-style-type: none"> <li>• LU 1- Analyse lab dip</li> <li>• LU 2- Check Light Source</li> </ul>	10	90	100

<p>Aim, This module develops competency to check the technicalities of fabric and measurements of a garment.</p>	<ul style="list-style-type: none"> <li>• LU 3- Standardized light box</li> <li>• LU 4- How to measure guide</li> <li>• LU 5- Fabric technical details</li> <li>• LU 6- CHECK GSM.</li> <li>• LU7-Fbric testing</li> </ul>			
<p><b>Module 8 CHECK STYLING</b></p> <p>Aim, This module develops competency to know the styling of a garment.</p>	<ul style="list-style-type: none"> <li>• LU 1- Check Polo</li> <li>• LU 2- Check Crew Neck</li> <li>• LU 3- Check Pull Over</li> <li>• LU 4- Check Zipper Hood</li> <li>• LU 5- Check Henley</li> <li>• LU 6- Check Bottoms etc.</li> </ul>	8	50	58
<p><b>Module 9 PREPARE COST AND BUDGET.</b></p> <p>Aim,</p>	<ul style="list-style-type: none"> <li>• LU 1- Prepare cost sheet as per given info.</li> <li>• LU 2-Review of previous cost sheets.</li> </ul>	5	25	30

<p>This module develops competency to allocate desired budget per style</p>	<ul style="list-style-type: none"> <li>• LU 3-Compression of invoice with cost sheet.</li> <li>• LU 4-Review order booking recap</li> <li>• LU 5-Awareness of market rates.</li> <li>• LU 6-Allocate budget with finance team.</li> <li>• LU7-Awareness of garment sewing operations</li> <li>• LU8-Allocate budget with finance team.</li> </ul>			
<p><b>Module 10 MANAGING SHIPPING DOCUMENTS</b></p> <p>Aim, This module develops competency to handle the paperwork of shipping docs and its legal terms.</p>	<ul style="list-style-type: none"> <li>• LU 1-Mode of shipment</li> <li>• LU 2 Booking of vehicle and space of shipment.</li> <li>• LU 3-Check the L/C clauses.</li> <li>• LU 4-Check payment term</li> </ul>	<b>18</b>	<b>25</b>	<b>43</b>
<p><b>Module 11 APPLY HEALTH &amp; SAFETY</b></p> <p>Aim,</p>	<ul style="list-style-type: none"> <li>• LU 1-Ensure security measures</li> </ul>		30	

<p>This module develops competency to understand social and moral obligations for employees.</p>	<ul style="list-style-type: none"> <li>• LU 2-Develop healthy working environment</li> <li>• LU 3- Awareness of labor laws</li> <li>• LU 4. Knowledge of International health and safety rules.</li> </ul>	5		35
<p><b>Module 12</b> <b>WORK IN A TEAM</b></p> <p>Aim, This module develops competency to share the work load and take assistance cooperatively</p>	<ul style="list-style-type: none"> <li>• LU 1- Assign individual task</li> <li>• LU 2- Daily meetings(specified task)</li> <li>• LU 3- Target finalization</li> <li>• LU 4- Corrective action plan against constraints</li> <li>• LU 5- Follow ups</li> <li>• LU 6- Evaluate performance and document it</li> <li>• LU 7- Discuss order management status</li> <li>• LU -8 Sharing knowledge and expertise.</li> </ul>	15	20	35
		20	25	45

<p><b>Module 13</b></p> <p><b>REQUIRED SKILLS FOR A SUCCESSFUL NEGOTIATION</b></p> <p>Aim, This module develops competency to build yourself as an Individual</p>	<ul style="list-style-type: none"> <li>• LU 1- Confident, Self Assured, Positive</li> <li>• LU 2- Invention Creative Options</li> <li>• LU 3- Dealing with Emotions and Conflict</li> <li>• LU 4- Gaining Agreement and commitment.</li> <li>• LU 5-Discovering Interests and common grounds</li> <li>• LU 7- Removal of personal issues</li> <li>• LU 8- Win-win solutions</li> <li>•</li> <li>• LU 9- Questioning skills</li> <li>• LU 10-Listening power</li> <li>• LU 11-Understanding Body Language</li> <li>• LU 12- Establishing Rapport.</li> </ul>			
<p><b>Module 14</b></p> <p><b>UPGRADE SKILLS</b></p> <p>Aim,</p>	<ul style="list-style-type: none"> <li>• LU 1- Refresher Courses</li> </ul>	10	35	45

<p>This module develops competency to enhance your skill level through different means and modes.</p>	<ul style="list-style-type: none"> <li>• LU 2- On job training</li> <li>• LU 3- Upgrading through electronic media</li> <li>• LU 4- Quality Manuals</li> <li>• LU 5- Knowledge through professional articles</li> <li>• LU 6- Participation in Expos</li> <li>• LU 7- Gathering with professionals</li> </ul>			
<b>Assessment</b>		<b>35</b>		
<b>Total Hours</b>		<b>180</b>	<b>620</b>	<b>800</b>

# Curriculum Contents of Merchandising Management Techniques.

## Module 1: Communicate

Objective of the Module: To get understanding of different means of Communication

Duration: hours 40

Theory: hours 20

Practice: hours 20

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU 1-Communication with buyer/agent.	<ul style="list-style-type: none"> <li>Understand the methods of effective communication</li> <li>Able to act /document the important info.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of writing e-mail, letter, and memos.</li> <li>Ability to write, to the point statements for precise and correct outcome</li> </ul>	7	Computer, fax, Internet, mobile, notes.	Class Rooms are used for learning.
LU 2-Communicate with Internal depart(PPC/Fabrication/commercial/cutting/sewing/Quality/Export & hr dept.	<ul style="list-style-type: none"> <li>Understand the requirement of each department for the desired results</li> <li>Able to achieve the coordination within the organization to get the things done as per tna.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of all formats required to discuss</li> <li>Ability to utilize the available data for desired results.</li> </ul>	9	Computer, fax, internet, mobile, notes.	Class Rooms and work place are used for learning.
LU 3-Communicate with suppliers/embellishment/Accessories/fabrication	<ul style="list-style-type: none"> <li>Understand the requirement of buyer to achieve the said results</li> <li>Able to differentiate between different methods of printing embroidery and fabrics to get the desired results.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of printing, embroidery, appliqué work and fabrication.</li> <li>Ability to approve or reject the product on the basis of quality techniques</li> </ul>	9	Computer, fax, internet, mobile, notes.	Class Rooms and work place are used for learning.

<p>LU 4- Communicate with sampling</p>	<ul style="list-style-type: none"> <li>• Understand the importance of these samples, and its link with preproduction and customer requirement</li> <li>• Able to get approval within time to run the production smoothly.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of different types of samples required by the customer and its importance</li> <li>• Ability to plan the sampling requirement systematically.</li> </ul>	<p>5</p>	<p>Computer, tech pack, sample specs, all sampling material.</p>	<p>Class Rooms and work place are used for learning.</p>
<p>LU5-Check emails/fax/telephonic</p>	<ul style="list-style-type: none"> <li>• Understand the importance of written communication and file it as a record.</li> <li>• Able to use these e. mail and faxes for update the record and date tracking</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of using computer, fax machine and telephones.</li> <li>• Ability to read and write e mails and fax.</li> </ul>	<p>5</p>	<p>Computer, fax, internet, mobile, notes.</p>	<p>Class rooms are used for learning.</p>

## Module 2: Develop New Inquiry

Objective of the Module: To get an understanding of how to handle the new developments.

Duration: hours 110 Theory: hours 15 Practice: hours 95

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU1- Reading the tech pack	<ul style="list-style-type: none"> <li>Understand the components of tech pack,</li> <li>Able to make the proto type as per tech pack.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of fabric, color, trims, accessories &amp; color combination</li> <li>Ability to coordinate with each department to provide them timely development plan.</li> </ul>	20	Different fabrics, trims, tech pack, sample	Class Rooms and work place are used for learning.
LU2- Arrange materials	<ul style="list-style-type: none"> <li>Understand the importance of each component and must understand the technical issues involved in it</li> <li>Able to manage all components well in time to make sure timely completion of sample</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of fiber content yarn count, machine guage, printing and embroidery materials, &amp; garment styling &amp; measurements</li> <li>Ability to foresee any potential delay and heads up for quality of each Item.</li> </ul>	30	Different fabrics, trims, tech pack, sample, printing material, embroidery material and machines	Class Rooms and work place are used for learning.
LU3- Analyze Embellishment	<ul style="list-style-type: none"> <li>Understand the time and cost involve in doing the embellishment.</li> <li>Able to minimize the queries.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of embroidery techniques, like running stitch, chain stitch etc.. Same in printing like, water base print oil base, pigment, plastisole etc.</li> <li>Ability to understand which technique to be used on certain fabric colors</li> </ul>	30	Different printing material, embroidery material, appliqué fabric etc	Class Rooms and work place are used for learning.

<p>LU4- Make a sampling plan</p>	<ul style="list-style-type: none"> <li>• Understand the importance of sample as the first step to words orders</li> <li>• Able to deliver it on time with good quality and presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge to plan sampling format</li> <li>• Ability to work on set priority as per customer and time limit.</li> </ul>	<p>15</p>	<p>Tech pack, buyers noted and fty sampling plan.</p>	<p>Class Rooms and work place are used for learning.</p>
<p>LU5- Make a Sample.</p>	<ul style="list-style-type: none"> <li>• Understand the importance of each sample and its impact on the production process</li> <li>• Able to get timely approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of different types of samples, like fit sample , proto sample,pp sample top sample etc.</li> <li>• Ability to manage samples as per T&amp;A</li> </ul>	<p>15</p>	<p>Fabric, pattern, trims, embellishment material, tech pack, status</p>	<p>Class Rooms and work place are used for learning.</p>



<p>LU 5-Need fit/pp sample, approval for cutting</p>	<ul style="list-style-type: none"> <li>• Understand the production lead time and production capability.</li> <li>• Able to get approval well in time to keep production on time</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of buyer's approval process.</li> <li>• Ability to focus on time adherence.</li> </ul>	<p>10</p>	<p>Tch pack, buyers noted and fty sampling plan.</p>	<p>Class Rooms and work place are used for learning.</p>
<p>LU 6-Update status for buyer and top management</p>	<ul style="list-style-type: none"> <li>• Understand the process flow for proper mentoring.</li> <li>• Able to communicate buyer and seniors for timely decision making.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of status format for development, sampling, fabric and production etc.</li> <li>• Ability to point out weak areas to focus.</li> </ul>	<p>10</p>	<p>Updated production and sampling status.</p>	<p>Class Rooms and work place are used for learning.</p>

## Module 4: Fabric Methodology

Objective of the Module: To get understanding of technical details of fabric.

Duration: hours 95 Theory: hours 15 Practice: hours 80

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU 1- Fix guage	<ul style="list-style-type: none"> <li>Understand the construction of fabric</li> <li>Able to develop correct fabric.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of GSM and yarn count</li> <li>Ability to determine right guage for your desired fabric and weight.</li> </ul>	20	Fabric	Class Rooms and work place are used for learning.
LU 2- Fix diameter	<ul style="list-style-type: none"> <li>Understand the garment consumptions</li> <li>Able to use the best diameter of the machine for exact width of the fabric to reduce wastages.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of required fabric width</li> <li>Ability to calculate best consumption.</li> </ul>	20	Thread Knitting Machine	Class Rooms and work place are used for learning.
LU 3- Set fabric GSM	<ul style="list-style-type: none"> <li>Understand how to achieve finish fabric weight.</li> <li>Able to get required fabric construction.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of stitch length, OTM, GUAGE</li> <li>Ability to determine t combination between yarn count, stitch length and machine guage</li> </ul>	20	Reference material and machine,	Class Rooms and work place are used for learning.
LU 4- Identify fabric faults	<ul style="list-style-type: none"> <li>Understand the fabric quality.</li> <li>Able to rectify faults by giving them pre alert and proper monitoring during fabrication.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of needle holes, lines, thick and thin, etc.</li> <li>Ability to Identify potential faults before going in to fabrication</li> </ul>	20	Different type of fabrics and reference notes.	Class Rooms and work place are used for learning.

<p>LU 5- Check fabric construction</p>	<ul style="list-style-type: none"> <li>• Understand fabric behavior construction wise.</li> <li>• Able to get desired fabric.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of different types of fabrics. Like, jersey, pique, rib, fleece etc.</li> <li>• Ability to choose right machine yarn count and gauge for correct fabric construction.</li> </ul>	<p>15</p>	<p>Different type of fabrics and reference notes.</p>	<p>Class Rooms and work place are used for learning.</p>
--	--	---	-----------	---	--

## Module 5: Manage Time

**Objective of the Module:** To get understanding of proper time utilization in substantial work load.

**Duration: hours 36                      Theory: hours 16                      Practice: hours 20**

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU 1- Develop a fixed daily routine	<ul style="list-style-type: none"> <li>Understand the importance to set priorities.</li> <li>Able to focus on priority assignments first, for the process to run without interruption</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of job description</li> <li>Ability to focus on all assignments need to do within a day</li> </ul>	5	Reference notes	Class room
LU 2-Do the important job when you are at your best	<ul style="list-style-type: none"> <li>Understand the current situation.</li> <li>Able to solve / done tough tasks in more effective way when you are fresh and focus more.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of important issues.</li> <li>Ability to priorities your assignment.</li> </ul>	4	Reference notes	Class room
LU 3- Set time limit and stick to it.	<ul style="list-style-type: none"> <li>Understand potential risk.</li> <li>Able to utilize time effectively to complete the task.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of targets.</li> <li>Ability to divide your work and set priority</li> </ul>	4	Reference notes	Class room
LU 4- Analyze Interruptions, take steps to avoid	<ul style="list-style-type: none"> <li>Understand the production flow and consequences of missing the production time allocation slot</li> <li>Able to run the pre production and production flow smoothly for timely delivery</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of your targets.</li> <li>Ability to follow time line.</li> </ul>	4	Reference notes	Class room
LU 5- Do one thing at a time	<ul style="list-style-type: none"> <li>Understand the process flow and supply chain</li> <li>Able to hit the production</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of important targets.</li> </ul>		Reference notes	Class room

	target by focusing on key areas.	<ul style="list-style-type: none"> <li>Ability to concentrate on tasks one by one.</li> </ul>	5		
LU 7- Arrange breaks when you cannot work efficiently	<ul style="list-style-type: none"> <li>Understand the complexity of the task</li> <li>Able to successfully plan your time, take short breaks for absolute concentration.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of your strength and weakness.</li> <li>Ability to utilize your best talent to get the job done. Healthy working environment and short breaks are necessary.</li> </ul>	5	Reference notes	Class room
LU 8- Where ever possible finish your task	<ul style="list-style-type: none"> <li>Understand the importance of your targets.</li> <li>Able to take decisions even you are not sitting at your desk. Discuss on line status and keep the process running.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of using, mobile devices, web mail etc.</li> <li>Ability to share verbal and on line status.</li> </ul>	9	Lab top, web access, mobile,	Work place or class room
LU 9- Think and then act.	<ul style="list-style-type: none"> <li>Understand the situation and take decision.</li> <li>Able to act not react, always analyze the situation and then decide.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of subject.</li> <li>Ability to interpret status and notes.</li> </ul>	5	Reference notes	Class room
LU 10- Set the task quarterly weakly, daily	<ul style="list-style-type: none"> <li>Understand the companies target</li> <li>Able to break up the targets to individual level. This is to increase the efficiency and reduce the risk factor.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of order booking, production capacity and available resources man power, and equipment</li> <li>Ability to set the targets.</li> </ul>	5	Production status report, fty booking plan	Class room and work place



		requirement.		machines, packing accessories	used for learning.
LU 5- Size set samples	<ul style="list-style-type: none"> <li>• Understand to produce within the tolerance level.</li> <li>• Able to issue plan to cutting for perfect measurement in all sizes for production.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of all sizes mentioned in po's and in spec sheet.</li> <li>• Ability to make trail run and lock all sizes before cutting.</li> </ul>	10	Tech pack, fabric, pattern, sewing machines	Class Rooms and work place are used for learning.
LU 6- Lab Sample	<ul style="list-style-type: none"> <li>• Understand the approval process to keep the product shipping without interruption</li> <li>• Able to make shrinkage, color, dry wet crocking and contents well in control.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of different types of lab testing requirements.</li> <li>• Ability to perform lab test for timely approval.</li> </ul>	6	Tech pack, fabric, lab manual, stitched garment.	Class Rooms and work place are used for learning.
LU 7- Add samples or photo shoot samples	<ul style="list-style-type: none"> <li>• Understand the marketing tools to sell the product</li> <li>• Able to get max: market share by strong marketing.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of marketing techniques.</li> <li>• Ability to make perfect samples for marketing purpose.</li> </ul>	7	Tech pack, fabric, pattern, sewing machines	Class Rooms and work place are used for learning.

## Module 7: Perform Technical Check

**Objective of the Module:** This module enables you to get the technical details of fabric and colour

**Duration: hours 100                      Theory: hours 10                      Practice: hours 90**

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU 1- Analyze lab dip	<ul style="list-style-type: none"> <li>Understand the sensitivity of shades</li> <li>Able to finalize the color from different options.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of light box, data color, color standard or pantone book.</li> <li>Ability to see lab dips with standard or pantone book</li> </ul>	15	Color standard, light box, pantone book	Class Rooms and work place are used for learning.
LU 2- Check Light Source	<ul style="list-style-type: none"> <li>Understand the buyer's light source.</li> <li>Able to match fabric as required by buyer based on light source.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of different lights, D65, TL 84, UV, UL 3000.</li> <li>Ability to operate light box</li> </ul>	15	Light box and manual	Class Rooms and work place are used for learning.
LU 3- Standardized light box	<ul style="list-style-type: none"> <li>Understand the difference between local and imported light box.</li> <li>Able to control the color variation and shade difference.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of light box standard. Expiry date of tube lights</li> <li>Ability to set stand level to review the shade.</li> </ul>	10	Light box, light box manual	Class Rooms and work place are used for learning.
LU 4- How to measure guide	<ul style="list-style-type: none"> <li>Able to lock correct specs for bulk pattern. Production specs variation will be controlled.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of different specs, methods of measurements and points of measurement.</li> <li>Ability to fix shapes and patterns.</li> </ul>	30	Machine & different fabrics.	Class Rooms and work place are used for learning.

<p>LU 5- Fabric technical details</p>	<ul style="list-style-type: none"> <li>• Understand , how to produce quality fabric</li> <li>• Able to reduce rejection in production.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of knitting and dying faults.</li> <li>• Ability to check fabric for construction, color and quality.</li> </ul>	<p>20</p>	<p>Fabrics, machine, reference notes.</p>	
<p>LU 6- CHECK GSM.</p>	<ul style="list-style-type: none"> <li>• Understand the importance of fabric consumption and width.</li> <li>• Able to set machine for perfect gsm.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of weight scale, fabric cutter, cutting pad</li> <li>• Ability to put proper weight on cutter to cut fabric</li> </ul>	<p>10</p>	<p>Fabric, gsm cutter, cutting pad, electronic scale.</p>	<p>Class Rooms and work place are used for learning.</p>

## Module 8: Check Styling

Objective of the Module: To get an understanding of different shapes of a garment.

Duration: hours 48                      Theory: hours 8                      Practice: hours 50

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU 1- Check Polo	<ul style="list-style-type: none"> <li>Understand the garment shape and components</li> <li>Able to set consumption and plan production lines based on styling</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of styling</li> <li>Ability to set styling based on customers choice.</li> </ul>	8	Specs sheet, polo garment. Tech pack	Class Rooms and work place are used for learning.
LU 2- Check Crew Neck	<ul style="list-style-type: none"> <li>Understand the garment shape and components</li> <li>Able to set consumption and plan production lines based on styling</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of styling</li> <li>Ability to set styling based on customers choice.</li> </ul>	8	Specs sheet, crew neck garment. Tech pack	Class Rooms and work place are used for learning.
LU 3- Check Pull Over	<ul style="list-style-type: none"> <li>Understand the garment shape and components</li> <li>Able to set consumption and plan production lines based on styling</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of styling</li> <li>Ability to set styling based on customers choice.</li> </ul>	8	Specs sheet, pull over garment. Tech pack	Class Rooms and work place are used for learning.
LU 4- Check Zipper Hood	<ul style="list-style-type: none"> <li>Understand the garment shape and components</li> <li>Able to set consumption and plan production lines based on styling</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of styling</li> <li>Ability to set styling based on customers choice.</li> </ul>	8	Specs sheet, zipper hood garment. Tech pack	Class Rooms and work place are used for learning.

<p>LU 5- Check Henley</p>	<ul style="list-style-type: none"> <li>• Understand the garment shape and components</li> <li>• Able to set consumption and plan production lines based on styling</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of styling</li> <li>• Ability to set styling based on customers choice.</li> </ul>	<p>8</p>	<p>Specs sheet, henley garment. Tech pack</p>	<p>Class Rooms and work place are used for learning.</p>
<p>LU 6- Check Bottoms</p>	<ul style="list-style-type: none"> <li>• Understand the garment shape and components</li> <li>• Able to set consumption and plan production lines based on styling</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of styling</li> <li>• Ability to set styling based on customers choice.</li> </ul>	<p>8</p>	<p>Specs sheet, pant garment. Tech pack</p>	<p>Class Rooms and work place are used for learning.</p>

## Module 9: Prepare Cost And Budget.

**Objective of the Module:** To get an understanding cost of different materials used to make garment.

**Duration:** hours 30                      **Theory:** hours 5                      **Practice:** hours 25

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU 1- Prepare cost sheet as per given info.	<ul style="list-style-type: none"> <li>Understand the production capacity / financial strength</li> <li>Able to determine cost that hits the target.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of yarn, fabric consumption, gsm, l trims, accessories , embellishments &amp; over heads</li> <li>Ability to get suitable rate from market.</li> </ul>	4	Tech pack, cost of materials, measurement sheet	Class room and work place
LU 2-Review previous cost sheets.	<ul style="list-style-type: none"> <li>Understand the correct costing parameters.</li> <li>Able to do exact costing to finalize the potential order to confirm order.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of previous styles cost, each component cost, qty and time.</li> <li>Ability to find differential for the next cost sheet</li> </ul>	4	Previous reference cost sheets and previous material cost list	Class room
LU 3-Prepare invoice.	<ul style="list-style-type: none"> <li>Understand the shipment procedure.</li> <li>Able to manage documents for smooth shipping and timely payments.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of unit price, total qty and shipped quantity and volume.</li> <li>Ability to prepare documents as per agreed payment term.</li> </ul>	4	Total ready qty details. packed carton details. Purchase order details	Class room and work place
LU 4-Review order booking recap.	<ul style="list-style-type: none"> <li>Understand the qty and delivery of each style to maintain the balance in booking recap</li> <li>Able to use under utilized fty capacity.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of booked qty, fty capacity, finance available</li> <li>Ability to book qty that is easy to produce or as per production capability.</li> </ul>	4	Po details, current order booking recap.	Class room
LU 5-Awareness of market rates.	<ul style="list-style-type: none"> <li>Understand the costing formats and buyers target prices.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of yarn rate, dyeing rates, accessory prices etc.</li> </ul>		Printing, emb:	Class room and

	<ul style="list-style-type: none"> <li>• Able to give buyer the best price</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to check multiple suppliers for best rates</li> </ul>	4	accessory, fabric, dying current market rates	work place
LU 6-Awareness of fabric/garment sewing operations	<ul style="list-style-type: none"> <li>• Understand the cost of interruption and its impact on targets</li> <li>• Able to keep the momentum of fabric feeding to cutting, sewing packing and shipping to hit the delivery date.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of production lead time of each fabric and sewing process.</li> <li>• Ability to monitor and coordinate with departments for continuous supply.</li> </ul>	5	Garment flow chart. worker's strength details. Factory capacity details	Class room and work place.
LU 7-Allocate budget with finance team.	<ul style="list-style-type: none"> <li>• Understand the inflow of funds compare to allocation.</li> <li>• Able to divide funds to the booked styles as needed to utilize the maximum out put with limited budget.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of funds available &amp; product cost.</li> <li>• Ability to divide cost to small components.</li> </ul>	5	Funds available to fty for investment. Order status recap	Class room

## Module 10: Managaing Shipping Documents

**Objective of the Module:** To get an understanding of purchase order and letter of credit.

**Duration:** hours 43

**Theory:** hours 18

**Practice:** hours 25

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU 1-Mode of shipment	<ul style="list-style-type: none"> <li>Understand the cost of air prepaid and boat shipment and its impact on profit.</li> <li>Able to finalize ship mode before the completion of shipment.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of air collect, air prepaid, fob on boat ,etc</li> <li>Ability to plan shipping based on shipping term</li> </ul>	16	Check po and lc details	Class room
LU 2-Booking of vehicle and space for shipment.	<ul style="list-style-type: none"> <li>Understand the importance of on time delivery at the port.</li> <li>Able to deliver shipment for planned vsl or flight.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of shipping lines, container booking. Vsl schedule, cut off time etc.</li> <li>Ability to load shipment on planned vsl.</li> </ul>	10	Packed goods detail, forwarder details, cargo company details, shipping vsl detail	Class room and work place.
LU 3-Check the L/C clauses.	<ul style="list-style-type: none"> <li>Understand L/C shipping and banking process.</li> <li>Able to ship goods on time to avoid LC expiry or cancellation of orders.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of price, ship date, payment term, buyers and bank details.</li> <li>Ability to negotiate terms acceptable for both parties</li> </ul>	12	L/C copy	Class room
LU 4-Check payment term	<ul style="list-style-type: none"> <li>Understand the State bank of policies.</li> <li>Able to select term that is legally protected.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of fob, cad, L/C at Sight, L/C says &amp; LDP etc.</li> <li>Ability to understand terms and conditions.</li> </ul>	5	Buyer contract copy	Class room



## Module 12: WORK IN A TEAM

**Objective of the Module:** This module develops the understanding of the benefits to work as a team.

**Duration: hours**     35

**Theory: hours**     15

**Practice: hours**     20

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU 1- Assign individual task	<ul style="list-style-type: none"> <li>Understand the each individual and check the efficiency</li> <li>Able to achieve the maximum results by dividing the work in quick time.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of targets.</li> <li>Ability to divide the work based on individual capability</li> </ul>	4	Production and sampling recaps	Class room and work place
LU 2- Daily meetings(specified task)	<ul style="list-style-type: none"> <li>Understand the individual's view point and give equal time to all participants</li> <li>Able to make the meeting result oriented at the end.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of topic to discuss and material to provide for meeting</li> <li>Ability to lead the meeting for productive outcome</li> </ul>	4	Meeting room, projector, reference notes and daily update status	Class room and work place
LU 3- Target finalization	<ul style="list-style-type: none"> <li>Understand the problems and shortcomings of individual and guide them to achieve targets</li> <li>Able to get the desired results.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of individual capability</li> <li>Ability to set small targets to achieve main target</li> </ul>	4	Current business status, fty order book chart and info of potential target.	Class room and work place
LU 4- Corrective action plan against constraints	<ul style="list-style-type: none"> <li>Understand ground reality of issues expected on the way</li> <li>Able to make yourself ready for the contingency plans.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of potential threats.</li> <li>Ability to overcome/rectify the problematic areas</li> </ul>	4	Update status and reference notes	Class room and work place

LU 5- Follow ups	<ul style="list-style-type: none"> <li>• Understand each production process.</li> <li>• Able to get the work done by strong follow ups</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of monitoring the status</li> <li>• Ability to get in connection with each department and gather up date status.</li> </ul>	4	Update status and daily follow up bullet points	Class room and work place
LU 6- Evaluate performance and document it	<ul style="list-style-type: none"> <li>• Understand the importance of use interpersonal skills, this may use for the promotion.</li> <li>• Able to set company's target for each individual and department.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current status to analyze performance of each individual from achieve results.</li> <li>• Ability to judge individual performance and rate it through appraisal.</li> </ul>	3	Reference notes	Class room and work place
LU 7- Discuss order management status	<ul style="list-style-type: none"> <li>• Understand the financial status and make plans according to that.</li> <li>• Able to make balance in profit and loss status.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of sharing information and performance</li> <li>• Ability to set targets.</li> </ul>	3	Status of orders and booking charts	Class room and work place
LU -8 Sharing knowledge and expertise.	<ul style="list-style-type: none"> <li>• Understand the importance of training to get best results.</li> <li>• Able to educate subordinates and other team members.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge on subject.</li> <li>• Ability to get guidance from seniors and educate juniors for best performance.</li> </ul>	4	Reference notes	

## Module 13: Required Skills for a Successful Negotiation

Objective of the Module: Develops the understanding of technical knowledge required to discuss with counterpart.

Duration: hours 45 Theory: hours 20 Practice: hours 25

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU I- Confident, Self Assured, Positive	<ul style="list-style-type: none"> <li>Understand the opponent's psychology</li> <li>Able to get results you do desire.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of subject, and target details</li> <li>Ability to communicate and command</li> </ul>	4	Reference notes	Class room
LU 2- Invention Creative Options	<ul style="list-style-type: none"> <li>Understand the Analysis report to do the necessary changes</li> <li>Able to produce something new or different ways to do the same job result in to enhanced efficiency.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of new techniques and new methods of production</li> <li>Ability to set standards for quality and cost cuttings</li> </ul>	4	Reference notes	Class room
LU 3- Dealing with Emotions and Conflict	<ul style="list-style-type: none"> <li>Understand the opponent's feeling and his view point</li> <li>Able to settle the situation for both parties.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of handling cross discussion and tolerance to listen</li> <li>Ability to act and react positively to certain situation</li> </ul>	4	Reference notes	Class room
LU 4- Gaining Agreement and commitment.	<ul style="list-style-type: none"> <li>Understand the buyer and supplier's requirement. Focus on finalization the plan.</li> <li>Able to get discussion and agreements done with agents.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of how to set goals, give priority to individual tasks</li> <li>Ability to negotiate and decision making authority.</li> </ul>	4	Reference notes	Class room and work place
LU 5-Discovering Interests and common grounds	<ul style="list-style-type: none"> <li>Understand the do's and don'ts</li> <li>Able to strengthen the relationships by cross talks</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of buyer's needs and wants.</li> <li>Ability to determine the common grounds for</li> </ul>		Reference notes	Class room and work

	and meetings.	successful discussion	3		place
LU 7- Removal of personal issues	<ul style="list-style-type: none"> <li>Understand the importance of main objective by excluding the personal conflicts.</li> <li>Able to done the deal with your counterpart to strengthen the relationship.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of your interpersonal abilities.</li> <li>Ability to act and react as per situation</li> </ul>	3	Reference notes	Class room
LU 8- Win win solutions	<ul style="list-style-type: none"> <li>Understand the objective on main goal and work smart to get the positive result</li> <li>Able to convert the weaknesses in to strength for all parties.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of strength and weaknesses.</li> <li>Ability to mould yourself as the situation demands</li> </ul>	3	Reference notes	Class room
LU 9- Questioning skills	<ul style="list-style-type: none"> <li>Understand the topic and multiple options to accomplish.</li> <li>Able to get answers by cross questioning and thus get maximum benefit out of it.</li> </ul>	<ul style="list-style-type: none"> <li>Listening ability and knowledge of relevant subject</li> <li>Ability to interpret and act.</li> </ul>	3	Reference notes	Class room and working place
LU 11-Understanding Body Language	<ul style="list-style-type: none"> <li>Understand the behavior , eagerness and commitment to do a job</li> <li>Able to judge individual personality based on his action or reaction.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to judge face expressions and attitude</li> </ul>	3	Reference notes	Class room and working place
LU 12- Establishing Rapport.	<ul style="list-style-type: none"> <li>Understand the criteria of judgment.</li> <li>Able to make your market place based on your dedication and achievements.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to make your market worth, based on your experience, attitude, performance and assignments.</li> </ul>	3	Reference notes	Class room

## Module 14: Upgrade Skills

Objective of the Module: Develops the understanding of continuous efforts to words excellence.

Duration: hours 45

Theory: hours 10

Practice: hours 35

Learning Unit	Learning Outcome	Learning Elements	Duration (Hours)	Material Required	Learning Place
LU 1- Refresher Courses	<ul style="list-style-type: none"> <li>Understand the methods of learning.</li> <li>Able to recover your deficiencies and get grip on the subject</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge to plan the time table for the refresher course.</li> <li>Ability to point out areas to focus.</li> </ul>	6	Any professional institute, or fty meeting room, reference notes	Class room and work place
LU 2- On job training	<ul style="list-style-type: none"> <li>Understand the utilization of specific skill to achieve the desired outcome</li> <li>Able to upgrade your expertise for good control</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of trainer, time and duration</li> <li>Ability to organize the seminar, or conference, or meetings</li> </ul>	6	Instructor , material, conference room and reference notes	Class room and work place
LU 3- Upgrading through electronic media	<ul style="list-style-type: none"> <li>Understand to focus on new methods and techniques to utilize the best planning and control</li> <li>Able to reply quick on new challenges and tasks.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of different types of productive channels and web sites.</li> <li>Ability to gather relevant info in quick succession</li> </ul>	6	Different educational channels,	Class room and work place
LU 4- Quality Manuals	<ul style="list-style-type: none"> <li>Understand the working of new tools.</li> <li>Able to make new formats and procedures for better control.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of different publishers and authors.</li> <li>Ability to choose the relevant material for you grading</li> </ul>	9	Quality manuals of different brands, reference notes and e mails	Class room and work place
LU 5- Knowledge through professional	<ul style="list-style-type: none"> <li>Understand what is the latest research going on example, knitting dying</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of different professionals authors sites or stores to get</li> </ul>		Different journals and	Class room and

articles	<ul style="list-style-type: none"> <li>and zero defect.</li> <li>• Able to minimize the unit cost and to increase efficiency</li> </ul>	<ul style="list-style-type: none"> <li>books</li> <li>• Ability to overcome your technical and theoretical gap</li> </ul>	6	published articles.	work place
LU 6- Participation in Expos	<ul style="list-style-type: none"> <li>• Understand the working of different tools and updated software</li> <li>• Able to utilize the latest technology to perform the task for 100% results</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of expo's entry procedure. Latest machinery and tools info</li> <li>• Ability to gather relevant info and material</li> </ul>	6	Company brochures and machine literature	Class room and work place
LU 7- Gathering with professionals	<ul style="list-style-type: none"> <li>• Understand the different and productive ways to do a job</li> <li>• Able to get maximum output with limited resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of different institutes and academies to see professionals</li> <li>• Ability to discuss and get knowledge from them on your assignments or problems</li> </ul>	6	Reference notes	Class room and work place

## Curriculum Assessment for *Merchandising Management Techniques.*

Module 1: Communicate

Objective of the Module: To get understanding of different means of Communication

Duration: hours      2.5                                  Theory: hours      1.5                                  Practice: hour      1.5

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
<b>M1 - LU 1- Communication with buyer/agent.</b>	1.5	1.5	Trainee will <ul style="list-style-type: none"> <li>• Explain the maximum ways of communication, this includes advanced technology too</li> <li>• Demonstrate how to deliver speech and how to lead a meeting by establishing the stage.</li> </ul>	Oral Practical/Demonstrate (time to perform some Specific operation & Quality will be graded) MCQs Short questions.	At the end of module.
<b>M1 - LU 2- Communicate with Internal depart(PPC/Fabrication/commercial/cutting/sewing/Quality/Export</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the linkage between each department, and how to handle them</li> <li>• Demonstrate via graph chart and status formats to analyze figures.</li> <li>•</li> </ul>		
<b>M1 - LU 3- Communicate with suppliers/embellishment/Accessories/fabrication</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain how to handle supplier directly or through commercial department</li> <li>• Demonstrate through physical samples the differential between them.</li> </ul>		

<b>M1 - LU 4- Communicate with sampling</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the process how to handle sampling team with time management</li> <li>• Demonstrate machine working to calculate correct time consumption.</li> </ul>		
<b>M1 - LU 5- Check email /fax/telephonic</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the importance and ways to use this equipment.</li> <li>• Demonstrate physically how to operate.</li> </ul>		

## Module 2: Develop New Inquiry

Objective of the Module: To get understanding of how to Handle the new development and tech pack

Duration: hours 2.5                      Theory: hours 0.50                      Practice: hours 2

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
<b>M2 - LU1- Reading the tech pack</b>	2	0.50	Trainee will <ul style="list-style-type: none"> <li>• Explain the details mentioned in a tech pack. How to interpret it.</li> <li>• Demonstrate the items listed in a tech pack.</li> </ul>	Oral Practical/Demonstrate (time to perform some Specific operation & Quality will be graded) MCQs Short questions.	At the end of module.
<b>M2 - LU2- B2- Arrange materials (store/supplier and as per methodology)</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain different types of materials used in a garment.</li> <li>• Describe the working of these materials</li> <li>• Demonstrate the practical use of these materials.</li> </ul>		
<b>M2 - LU3- Analyze Embellishment</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the types of embellishments.</li> <li>• Demonstrate the making of these and time involved in making.</li> </ul>		
<b>M2 - LU4- Make a sampling plan</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the status format of a sampling plan.</li> <li>• Demonstrate the making of a sample</li> </ul>		
<b>M2 - LU5- Make a Sample/Proto Type</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the status format of a sampling plan.</li> <li>• Demonstrate the making of a sample</li> </ul>		

**Module 3: Manage Pre Production:**

**Objective of the Module:** To get approval of Initial process to go ahead with production

**Duration: hours 2.5 Theory: hours 1.50 Practice: hours 1.50**

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
<b>M3 - LU 1-Read Purchase Orders</b>	<b>1.50</b>	<b>1.50</b>	Trainee will <ul style="list-style-type: none"> <li>• Explain the qty, delivery , sizes and other important info in a po</li> <li>• Demonstrate pos of different buyers for clear understanding</li> </ul>	Oral Practical/Demonstrate (time to perform some Specific operation & Quality will be graded) MCQs Short questions.	At the end of module.
<b>M3 - LU 2-Info forward to relevant depart</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the process of how to convert the tech pack in to a proto sample with the help of concerned departments.</li> <li>• Demonstrate different tech packs and different samples to show them.</li> </ul>		
<b>M3 - LU 3-Time &amp; action plan</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the time and action format and fill it up with relevant information.</li> <li>• Demonstrate the implementation of time and action chart.</li> </ul>		
<b>M3 - LU -4 Follow ups yarn/knitting/dying</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the follow up check list formats.</li> <li>• Demonstrate the working of technical part to estimate time.</li> </ul>		

<b>LU 5-Need fit/pp sample approval for cutting</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the working of specs sheet</li> <li>• Demonstrate pattern and cutting process.</li> </ul>		
LU 6-Update status for buyer and top management			Trainee will <ul style="list-style-type: none"> <li>• Explain the different status formats for proper control.</li> <li>• Demonstrate physical check to ensure status</li> </ul>		

## Module 4: Checking Knitting Methodology

Objective of the Module: To get understanding of technical details of fabric.

Duration: hours 2.5

Theory: hours 0.50

Practice: hours 2.00

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
<b>M4 - LU 1- Fix guage</b>	0.50	2.0	Trainee will <ul style="list-style-type: none"> <li>• Explain the definition of guage and its working</li> <li>• Demonstrate working of machine and who machine guage is to be set.</li> </ul>	Oral Practical/Demonstrate (time to perform some Specific operation & Quality will be graded) MCQs Short questions.	At the end of module.
<b>M4 - LU 2- Fix diameter</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the diameter role in fabrication</li> <li>• Demonstrate the machine operation and diameter fixation for required fabric width.</li> </ul>		
<b>M4 - LU 3- Set fabric GSM</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the gsm calculation and how to determine it</li> <li>• Demonstrate how to measure gsm</li> </ul>		
<b>M4 - LU 4- Identify fabric faults</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain different types of fabric faults</li> <li>• Demonstrate how these fault comes.</li> </ul>		
<b>M4 - LU 5- Check fabric construction</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain different types of fabrics.</li> <li>• Demonstrate to construct these fabrics using different machines.</li> </ul>		

## Module 5: Manage Time

Objective of the Module: To get understanding of proper time utilization in substantial work load.

Duration: hours 2.5

Theory: hours 0.50

Practice: hours 2.0

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
<b>M5 - LU 1- Develop of a fixed daily routine</b>	0.50	2.0	Trainee will <ul style="list-style-type: none"> <li>• Explain what should be the daily routine of a merchant. Areas to focus on daily basis</li> <li>• Demonstrate the use of things to do formats for easy follow ups</li> </ul>	Oral Practical/Demonstrate (time to perform some Specific operation & Quality will be graded) MCQs Short questions.	At the end of module.
<b>M5 - LU 2-Do the important job when you are at your best</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the time utilization and how the most difficult tasks can be handled easily</li> <li>• Demonstrate the division of work through slides and notes.</li> </ul>		
<b>M5 - LU 3- Set time limit and stick to them</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the way of working within duty hrs</li> </ul>		
<b>M5 - LU 4- Analyze Interruptions, take steps to avoid</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the effective ways to communicate on time to avoid interruptions.</li> <li>• Demonstrate different formats to use for continuous work.</li> </ul>		

<p><b>M5 - LU 5- Do one thing at a time</b></p>			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain how to increase the efficiency by concentrating on individual task</li> <li>• Demonstrate efficiency levels through status.</li> </ul>		
<p><b>M5 - LU 6- Keep an note book to collect ideas at one place</b></p>			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain how to get yourself updated while observing and visiting different places</li> <li>• Demonstrate in exhibition and seminars.</li> </ul>		
<p><b>M5 - LU 7- Arrange breaks when you cannot work efficiently</b></p>			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain how to make yourself focused and determined for a longer period of time.</li> </ul>		
<p><b>M5 - LU 8- Where ever possible finish your task</b></p>			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain how important is to finish your assignment even you are not at your desk.</li> <li>• Demonstrate the use of web mail and cell phone to complete your task.</li> </ul>		
<p><b>M5 - LU 9- Think and then act.</b></p>			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain how to keep yourself cool to make decisions without aggression.</li> </ul>		
<p><b>M5 - LU 10- Set the task for year, month, week, &amp; days.</b></p>			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain how the bigger targets get achieved effortlessly.</li> <li>• Demonstrate sampling, production tracking, time and action calendar etc.</li> </ul>		

## Module 6: Making Samples

Objective of the Module: This module develops the understanding of different phases of sampling.

Duration: hours 2.5 Theory: hours 0.50 Practice: hours 2.0

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
<b>M6 - LU 1- Proto Type</b>	0.50	2.0	Trainee will <ul style="list-style-type: none"> <li>• Explain the types of protos and why we make proto sample</li> <li>• Demonstrate different proto type styles.</li> </ul>	Oral Practical/Demonstrate (time to perform some Specific operation & Quality will be graded) MCQs Short questions.	At the end of module.
<b>M6 - LU 2- Fit Sample</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain why we do need fit sample.</li> <li>• Demonstrate the process involve in making fit sample, i,e pattern making cutting sewing</li> </ul>		
<b>M6 - LU 3- Preproduction Sample</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain components of pre production sample.</li> <li>• Demonstrate how to put accessories and embellishments of PP sample</li> </ul>		
<b>M6 - LU 4- Production sample</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the difference between pre pro and production sample.</li> <li>• Demonstrate to put packing accessories on production sample.</li> </ul>		

<b>M6 - LU 5- Size set samples</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the grading chart</li> <li>• Demonstrate different size of patterns to make size set.</li> </ul>		
<b>M6 - LU 6- Lab Sample</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the testing involved in lab samples</li> <li>• Demonstrate the process of testing and how to interpret the lab report.</li> </ul>		
<b>M6 - LU 7- Add samples or photo shoot samples</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the concept of marketing and how sample used for marketing purpose.</li> <li>• Demonstrate promotional campaign, use of electronic media etc.</li> </ul>		

## Module 7: Perform Technical Check

Objective of the Module: This module enables you to get the technical details of fabric and colour

Duration: hours 2.5 Theory: hours 0.50 Practice: hours 2.0

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
<b>M7 - LU 1- Analyze lab dip</b>	0.50	2.0	Trainee will <ul style="list-style-type: none"> <li>Explain the process how to compare the lab dip with standard or pantone book in a specified light</li> <li>Demonstrate the use of light box and pantone book.</li> </ul>	Oral Practical/Demonstrate (time to perform some Specific operation & Quality will be graded) MCQs Short questions.	At the end of module.
<b>M7 - LU 2- Check Light Source</b>			Trainee will <ul style="list-style-type: none"> <li>Explain the difference between different light sources.</li> <li>Demonstrate the working of light used in the light box</li> </ul>		
<b>M7 - LU 3- Standardized light box</b>			Trainee will <ul style="list-style-type: none"> <li>Explain the types of light box and how they are different from each other</li> <li>Demonstrate the size of light box and validity of lights.</li> </ul>		
<b>M7 - LU 4- How to measure guide</b>			Trainee will <ul style="list-style-type: none"> <li>Explain how to check the specs and point of measurements.</li> <li>Demonstrate different patterns and cutting process.</li> </ul>		

<b>M7 - LU 5- Fabric technical details</b>			Trainee will <ul style="list-style-type: none"><li>• Explain different types of fabrics and how to check it.</li><li>• Demonstrate the making of different fabrics for knit and woven.</li></ul>		
--	--	--	--	--	--

## Module 8: Check Styling

Objective of the Module: To get an understanding of different shapes of a garment.

Duration: hours 2.5

Theory: hours 0.50

Practice: hours 2.0

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
<b>M8 - LU 1- Check Polo</b>	0.50	2.0	Trainee will <ul style="list-style-type: none"> <li>• Explain what polo means in styling</li> <li>• Demonstrate different type of polos.</li> </ul>	Oral Practical/Demonstrate (time to perform some Specific operation & Quality will be graded) MCQs Short questions.	At the end of module.
<b>M8 - LU 2- Check Crew Neck</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain what crew neck means in styling.</li> <li>• Demonstrate different types of crew necks</li> </ul>		
<b>M8 - LU 3- Check Pull Over</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain what pullover means in styling</li> <li>• Demonstrate different types of pull over..</li> </ul>		
<b>M8 - LU 4- Check Zipper Hood</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain what zipper hood means</li> <li>• Demonstrate different types of zipper hood</li> </ul>		
<b>M8 - LU 5- Check Henley</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain what Henley means</li> <li>• Demonstrate different types of Henley.</li> </ul>		

## Module 9: Prepare Cost And Budget

Objective of the Module: To get an understanding of breakups of different materials used to make garment.

Duration: hours 2.5 Theory: hours 0.50 Practice: hours 2.0

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
<b>M9 - LU 1- Prepare cost sheet as per given info.</b>	0.50	2.0	Trainee will <ul style="list-style-type: none"> <li>• Explain the process of costing and its components</li> <li>• Demonstrate all parts to give a closest idea of the price of each part.</li> </ul>	Oral Practical/Demonstrate (time to perform some Specific operation & Quality will be graded) MCQs Short questions.	At the end of module.
<b>M9 - LU 2-Review of previous cost sheets.</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the points of comparison and how we need to compare this</li> <li>• Demonstrate different previous cost sheets and check material price difference and other variables.</li> </ul>		
<b>M9 - LU 3- Check payment term.</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain different types of payment terms</li> </ul>		
<b>M9 - LU 4-Prepare invoice.</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain how to prepare commercial invoice using different formats.</li> </ul>		
<b>M9 - LU 5- Compression of invoice with cost</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain how important is to check the projected and actual cost. This will</li> </ul>		

sheet.			<p>give an idea either you are earning or loosing.</p> <ul style="list-style-type: none"> <li>• Demonstrate via previous quoted prices and actual incurred expenses to cover the week area.</li> </ul>		
<b>M9 - LU 6-Review order booking recap.</b>			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain how to utilize fty capacity by continuous monitoring the booking recap.</li> </ul>		
<b>M9 - LU 7-Awareness of market rates.</b>			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain how to calculate best cost by updating yourself with the updated product rates</li> <li>• Demonstrate market week to get updated product info and price.</li> </ul>		
<b>M9 - LU 8-Decide payment mode to sources.</b>			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain how to negotiate with suppliers for the best payment term.</li> <li>• Demonstrate cost comparison with respect to quality, delivery and payment terms.</li> </ul>		
<b>M9 - LU 9-Awareness of garment supply chain.</b>			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain the steps involved in garment making to get clear understanding of time involved in it.</li> <li>• Demonstrate garment making process to visualize each operation depending upon the style.</li> </ul>		
<b>M9 - LU 10-Allocate budget with finance team.</b>			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain how to sit with financial people to allocate budget for upcoming orders and development.</li> </ul>		

## Module 10: Managaing Shipping Documents

Objective of the Module: To get an understanding of purchase order and letter of credit.

Duration: hours 2.5 Theory: hours 1.30 Practice: hours 1.20

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
<b>M10 - LU 1-Mode of shipment</b>	1.30	1.20	Trainee will <ul style="list-style-type: none"> <li>Explain in detail about different ship modes and its benefits/ draw backs</li> </ul>	Oral Practical/Demonstrate (time to perform some Specific operation & Quality will be graded) MCQs Short questions.	At the end of module.
<b>M10 - LU 2-Booking of vehicle and space for shipment.</b>			Trainee will <ul style="list-style-type: none"> <li>Explain the formats to apply for the vsl booking and how many days prior the shipping date it needs to be done</li> <li>Demonstrate the calculate of CBM to exactly utilize the space</li> </ul>		
<b>M10 - LU 3- Check L/C clauses.</b>			Trainee will <ul style="list-style-type: none"> <li>Explain the importance of L/C terms, how to make sure that L/C is secure by the bank</li> </ul>		
<b>M10 - LU 4-Check payment term</b>			Trainee will <ul style="list-style-type: none"> <li>Explain different payment terms and which one to prefer.</li> </ul>		
<b>M10 - LU 5- Check Ship date.</b>			Trainee will <ul style="list-style-type: none"> <li>Explain what X fty , x vsl , ETA &amp; ETA means.</li> <li>Demonstrate the complete shipping plan from booking to shipping.</li> </ul>		

**Module 11: Apply Health & Safety**

**Objective of the Module:** This module gets the understanding of precautionary safety measures

**Duration:** hours 2.5                      **Theory:** hours 0.50                      **Practice:** hours 2.0

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
<b>M11 - LU 1-Ensure security measures</b>	0.50	2.0	Trainee will <ul style="list-style-type: none"> <li>• Explain different types of security measures that a fty should adopt.</li> <li>• Demonstrate how to act in case of emergency</li> </ul>	Oral Practical/Demonstrate (time to perform some Specific operation & Quality will be graded) MCQs Short questions.	At the end of module.
<b>M11 - LU 2-Develop healthy working environment.</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain how healthy and clean working environment increases the efficiency.</li> <li>• Demonstrate good working conditions layout</li> </ul>		
<b>M11 - LU 3-Awareness of labor laws</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the employees right and how it effects the productivity.</li> </ul>		
<b>M11 - LU 4. Knowledge of International health and safety</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the health and safety laws for employees awareness</li> <li>• Demonstrate safety measures</li> </ul>		

## Module 12: Work In a Team

Objective of the Module: This module develops the understanding of the benefits to work as a team.

Duration: hours 2.5 Theory: hours 1.25 Practice: hours 1.25

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
<b>M12 - LU 1- Assign individual task</b>	1.25	1.25	Trainee will <ul style="list-style-type: none"> <li>Explain the division of work within team, how it is productive to work in a team</li> </ul>	Oral Practical/Demonstrate (time to perform some Specific operation & Quality will be graded) MCQs Short questions.	At the end of module
<b>M12 - LU 2- Daily meetings(specified task)</b>			Trainee will <ul style="list-style-type: none"> <li>Explain the importance of meetings to focus on targets and share knowledge.</li> <li>Demonstrate how meeting should conduct and how it should be result oriented.</li> </ul>		
<b>M12 - LU 3- Target finalization</b>			Trainee will <ul style="list-style-type: none"> <li>Explain the importance of focused tasks and how targets should set.</li> <li>Demonstrate different formats to be used for tracking and target finalization.</li> </ul>		
<b>M12 - LU 4- Corrective action plan against constraints</b>			Trainee will <ul style="list-style-type: none"> <li>Explain how to get yourself prepared for any unforeseen variables.</li> <li>Demonstrate projected plans to check its working</li> </ul>		

<b>M12 - LU 5- Follow ups</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the use of different formats for the follow up and to update the record.</li> <li>• Demonstrate follow up by mail, status formats, cell phones etc.</li> </ul>		
<b>M12 - LU 6- Evaluate performance and document it</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the procedure of appraisal.</li> <li>• Demonstrate different evaluation formats and its analysis</li> </ul>		
<b>M12 - LU 7- Discuss order management status</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain how to give priority to different orders based on qty and delivery.</li> <li>• Demonstrate practical approach to achieve the results.</li> </ul>		
<b>M12 - LU -8 Sharing knowledge and expertise.</b>			Trainee will <ul style="list-style-type: none"> <li>• Explain the benefits of educating and getting knowledge from seniors.</li> </ul>		

## Module 13: Required Skills for a Successful Negotiation

Objective of the Module: Develops the understanding of technical knowledge required to discuss with counterpart.

Duration: hours 2.5 Theory: hours 1.25 Practice: hours 1.25

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
<b>M13 - LU I- Confident, Self Assured, Positive</b>	1.25	1.25	Trainee will <ul style="list-style-type: none"> <li>Explain how to build yourself for tough situation, how to play positive role</li> <li>Demonstrate different learning techniques.</li> </ul>	Oral Practical/Demonstrate (time to perform some Specific operation & Quality will be graded) MCQs Short questions.	At the end of module
<b>M13 - LU 2- Invention Creative Options</b>			Trainee will <ul style="list-style-type: none"> <li>Explain how to do productive work and how to involve yourself in creative options</li> <li>Demonstrate different productive modules for practical learning.</li> </ul>		
<b>M13 - LU 3- Dealing with Emotions and Conflict</b>			Trainee will <ul style="list-style-type: none"> <li>Explain the carrier building steps to gain patience and confidence.</li> <li>Demonstrate with certain situation to see the performance of students.</li> </ul>		
<b>M13 - LU 4- Gaining Agreement and commitment</b>			Trainee will <ul style="list-style-type: none"> <li>Explain the steps involved in doing good negotiation and convert it in to business deal.</li> <li>Demonstrate with some case studies to educate students.</li> </ul>		

<b>M13 - LU 5- Discovering Interests and common grounds</b>			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain how to mature business deal through positive discussion. This will help to set the base.</li> </ul>		
<b>M13 - LU 6- Removal of personal issues</b>			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain the steps to build up the personality. How to deal with emotions and focus on bigger picture.</li> </ul>		
<b>M13 - LU 7- Win win solutions</b>			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain how to develop long term relationship. Both parties needs to get benefit for true business relationship</li> </ul>		
<b>M13 - LU 8- Questioning skills</b>			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain how to gain listening power, and how to get yourself updated with cross questioning.</li> <li>• Demonstrate questioning skills in meetings, seminars and group discussions</li> </ul>		
<b>M13 - LU 9-Listining power</b>			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain how to focus and how to get yourself involved in meetings and conferences.</li> </ul>		
<b>M13 - LU 10- Understand Body Language</b>			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain how to do face reading by having eye contact and certain body reactions</li> <li>• Demonstrate body movements to get an idea of certain behavior.</li> </ul>		

<b>M13 - LU 11- Establishing Rapport.</b>			Trainee will <ul style="list-style-type: none"><li>• Explain how to build your reputation by focusing on your job and given assignments.</li></ul>		
---	--	--	--	--	--

## Module 14: Upgrade Skills

Objective of the Module: Develops the understanding of continuous efforts to words excellence.

Duration: hours 2.5 Theory: hours 0.50 Practice: hours 2.0

Learning Unit	Theory Days/hours	Workplace Days/hours	Recommended Formative Assessment	Recommended Methodology	Scheduled Dates
M14 - LU 1- Refresher Courses	0.50	2	Trainee will <ul style="list-style-type: none"> <li>• Explain how to improve your expertise by getting updated knowledge.</li> </ul>	Oral Practical/Demonstrate (time to perform some Specific operation & Quality will be graded) MCQs Short questions.	At the end of module
M14 - LU 2- On job training			Trainee will <ul style="list-style-type: none"> <li>• Explain different training methods to upgrade the skills</li> <li>• Demonstrate technical aspects</li> </ul>		
M14 - LU 3- Upgrading through electronic media			Trainee will <ul style="list-style-type: none"> <li>• Explain role of electronic media in learning process.</li> <li>• Demonstrate different networks for specific knowledge and its implementation.</li> </ul>		
M14 - LU 4- Quality Manuals			Trainee will <ul style="list-style-type: none"> <li>• Explain the quality manual contents and its implications in detail.</li> <li>• Demonstrate technical part for easy learning.</li> </ul>		
M14 - LU 5- Knowledge through professional			Trainee will <ul style="list-style-type: none"> <li>• Explain different sources for updated</li> </ul>		

articles			<p>research articles.</p> <ul style="list-style-type: none"> <li>• Demonstrate paper work in to practical knowledge for easy learning.</li> </ul>		
M14 - LU 6- Participation in Expos			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain the importance of participation in expos.</li> <li>• Demonstrate technical part in to theoretical for quick learning in short time.</li> </ul>		
M14 - U 7- Gathering with professionals			<p>Trainee will</p> <ul style="list-style-type: none"> <li>• Explain how to get involved with seniors and professionals for quick learning.</li> </ul>		

## List of Machinery/Equipment/Tools

(For a Class of 25 Students)

<b>NAME OF TRADE</b>	<b>Merchandising Management Techniques.</b>
<b>Duration of Course</b>	<b>6 Months</b>

<b>Sr.No</b>	<b>Nomenclature of Equipment/Tools</b>	<b>Quantity</b>
1	Knitting machine	3
2	Flat knit machines	3
3	Power looms	3
4	Dying machine	2
5	Fabric finishing machines	1
6	Light box	1
7	Gsm cutter	1
8	Color standards pantone book	1

9	Heather shade books	2
10	Cad Cam machine	1
11	Fabric cutter	2
12	Washing machines	2
13	Sewing machines singer, over lock, flat	6
14	Stain remover guns	5
15	Blower	1
16	Button kag and tagging machine	1

## List of Consumable Materials

(For a Class of 25 Students)

Sr.No	Name of Material/Items	Quantity/Student	For 25 students
1	Different types of knitted fabrics	1	25
2	Different types of woven fabrics	1	25
3	Different types of denim fabrics	1	25
4	Measuring tape	1	25
5	Sewing thread	1	25
6	Different types of labels and buttons	1	25
7	Technical package	1	25
8	Paper patterns	1	25
9	Projector	1	1
10	Merchandising notes	1	25

# Reference Material

- Merchandising Manual.
- Internet
- Library for related books on garment merchandising

## Contributions for Development of This Curriculum

### DACUM Working Group

Mr. TanveelAlvi Sns (pvt.) Lahore	Miss.Khadija Sardar Brothers Associate Mureed kay
Mr. Babar Ramzan Umt Lahore	Mr. Farhan Khalid MTM Lahore
Mr. Adnan Sarfraz Prgmea Lahore	Mr. Liaqat Hussain Style Textile Lahore
Mr. Zaheer Ahmed khan Mtm Faisalabad	Mr. Shahzad Khan Minnie Minor Lahore
Mr. Taimoorulhaq Mtm Lahore	Mr. Shahzad Ahmad Kamboh Al wadood Textile Lahore
Mr. M.Tayyab Iqbal Muster Haft Lahore	

### Curriculum Developer

Mr. Rizwan Ghani General Manager M/s Cross Connections Pvt Ltd.
---

### Technical Expert

Mr. Kamran Sandhu Principal/Project Director Pakistan Readymade Garments Training Institute (PRGTI), Lahore
--

### National Curriculum Review Committee (NCRC) Members

Ms. Bushara Asghar Senior Instructor Govt. of Technology Women, Lahore	Mr. Rizwan Ghani Director Operations, Cross Connections
Mr.Faisal Manzoor Merchandiser, Forest Sweater, Lahore	Ms. Farah Riwan Dress Desiger, Charmers
Mr. Toufeeq Younas Brand Manager, Minnie Minors	Ms. Musarat Bashir Trade Instructor, Govt Techical Training Center, KPk

Ms.Dure Shahwar  
Dress Designer, Shahwars

Mr.Farooq Ahmed Khan  
Manager, Forest Sweater, Lahore

**DACUM Facilitator**

Mr. Ali Khan, GIZ, Islamabad

**DACUM Coordinator**

Mr. Muhammad Nasir Khan  
Deputy Director, NAVTTC, Islamabad